

Distance Education Committee Minutes

Dec. 15, 2021

In attendance:

Chair: Erin Hiro (20-23) X

Members:

Faculty, PFF (20-22): Russell Backman X

Faculty, at large (20-22): Amy Caterina X

Faculty, at large (20-22): Kelly Falcone X

Faculty, AMBA (21-23) Melinda Finn X

Faculty, MSE (20-22): Wendy Gideon

Faculty, Library (20-22): Linda Morrow X

Faculty, at large (20-22): Seth San Juan

Faculty, CTE (20-22) Jacob Shiba X

Faculty, Part-Time (21-23): Tanessa Sanchez X

Faculty, L&L (21-23) Tina-Marie Parker

Faculty, DRC (20-22): Open

Faculty, SBS (19-21): Barbara Hammons X

Faculty, Student Services (20-22): Open

Visitor: Alyssa Vafaei (DRC)

1. Call to order 2:32 pm
2. Approval of minutes. Motion to approve: Barbara. Second: Tanessa. Approve: majority.
3. Public Comment: None
4. Announcements:

1. Erin went through the request process for PFF funds to cover the registration cost of the Online Teaching Conference scheduled for June 2022 in person in Long Beach. She encouraged members of the Distance Education Committee to join her and attend the [conference](#) to learn new information about online education that will help the DE Committee in the future.
2. Erin encouraged DE members to share her recent email of DE tips with their colleagues to ensure faculty have all necessary online education information for the Spring semester.
3. Jacob shared that he created a program wide survey of students to see what modality they prefer going forward. He will share that information with the DE committee.

5. Information

5.1. TERB

Kelly Falcone presented an analysis of the current evaluation systems for full-time, part-time and probationary. She emphasized that this is an early draft to identify any problems and address them while aiming to provide equity between the groups and have consistent criteria across all forms. The DE members broke into small groups to look at the document and give some initial reactions to the analysis. They put their feedback in the form, which will be worked on in the TERB Committee in the Spring. The DE Committee asked that they see a later version in the Spring to make sure DE considerations are included.

5.3 Proctoring

4. Erin presented the following plan to launch Palomar's Online Proctoring

Palomar Proctoring Plan

Here is the plan for launching the Palomar Proctoring Program in Spring 2022.

December:

- Ruth Barnaba says she does not have any tutors that could set up the proctoring system. She will begin to hire proctors for both the San Marcos and Escondido STAR centers that will work up to 26 hours per week both in person and online.
- Note: Any hires must be recent employees to bypass the lengthy HR hiring process as it will not be finished in time for the Spring 2022 launch.
- Najib Manea will hire someone (likely an Instructional Designer) who has the technology skills to work TechConnect and Palomar's ATRC to create a sign-up system for faculty interested in having their exams proctored.
- Note: We asked for eight proctors but were only approved for four proctors who could make \$16 an hour as a short-term hourly and one proctoring coordinator who could make up to \$25 per hour. Ruth and Najib will work together to decide how many proctors they can afford based on the cost of the Proctoring Coordinator and length of their contract. The total amount of money that needs to be spent by May 2022 is \$30,000.

- Najib will also continue negotiating with Proctorio to secure at least six more months of service.

January

- The Proctoring Coordinator will be hired by Jan. 17 (by Najib) and will spend the next month setting up the proctoring sign-in system and documenting all processes. This person will also begin to communicate with faculty about signing up to test out Palomar Online Proctoring.
- The Proctors will be hired by Jan. 17 (by Ruth) and will go through an orientation helped by the Proctoring Coordinator.
- The Proctoring Coordinator will work with Ruth on a proctoring schedule to fulfill the hours listed below. Proctoring appointments will be encouraged for students but not required.

February

- Palomar Online Proctoring will launch Feb. 14 and begin taking appointments for exams.
- The Proctoring Coordinator will encourage faculty to give asynchronous students the option of taking the exams online or in person but the in-person testing at the STAR Center cannot be mandatory.
- The Proctoring Coordinator will help Ruth institute in-person, computerized testing when appropriate to provide more in-person proctoring options for faculty.
- Note: Any student who chooses to come to campus to take a proctored exam must be vaccinated and cleared in Palomar's system.
- Proctoring hours will be filled with proctors working from home, in the 308 computer lab or in the Escondido STAR center. The Proctoring Coordinator can fill in as needed.

Palomar Proctoring Proposal

Approved Dec. 15, 2021

In Fall 2021, the Faculty Senate recommended Palomar College phase out third-party proctoring programs by May 2022 and create an online proctoring service run by Palomar employees. They directed the Faculty Senate president to put together a CARES Act

funding proposal to expand the existing proctoring center on campus and directed the Distance Education Coordinator to put together a proposal to create a online service run by Palomar employees.

This online proctoring service would be called Palomar Online Proctoring and would be managed by a Proctoring Coordinator who will work up to 26 hours per week, managing the program, coordinating the proctoring schedules, working with faculty and filling in when necessary. The program will be staffed by Palomar part-time temporary employees who can work up to 26 hours per week based on need.

Proctoring Process

Once established, faculty would fill out a form provided on the newly created proctoring website. The Proctoring Coordinator would process the exam and requirements. They would provide faculty with an email to pass on to students with all pertinent proctoring information. Faculty would provide that information, including a link to Proctoring Zoom sessions.

Proctoring details:

- Proctoring would have a Zoom link with password
- All participants would be muted upon entry.
- There would be a waiting room
- The meeting would be recorded.
- Students would show id before beginning test
- All students would be put into breakout rooms where they would be required to have their cameras and microphones on and their workspace showing.
- The proctor would randomly pop into their breakout rooms to check on the students.
- There would be no talking allowed unless dictated by the exam.
- When students finish the exam, they would return to the main Zoom room to begin the check out process, making sure the proctor has all required information to complete the proctoring.
- Online proctors will work in the STAR Center as needed to help with staffing.

Online Proctoring Hours

Monday - Friday from 10 a.m. to 10 p.m .

Saturday 8 to 4 p.m.

Sunday 2 p.m. to 10 p.m.

Total hours: 76 hours

Budget

Coordinator Salary: \$25 per hour for 26 hours per week for 16 weeks in Spring 2022.

\$10,400 (Note: I am not sure if we can pay that much but industry experts say we won't get a quality person for \$16 per hour.

Proctors: We would need four proctors that would work up to 26 hours per week (but possibly less) at a rate of \$16 per hour. (The highest pay for part-time temporary workers) This would cover the 76 hours of online proctoring needed during the 16 weeks of the Spring semester.

Total cost: \$19,456.

5.3. LMS Form

DE Member Russell Bachman presented the following [form](#) to the committee. The committee approved of the questions, suggested adding about accessibility and asked for Russell to take it to ATRC for input. This will come back for action in the Spring.

5.4. Goals.

5. The Committee will revisit goals and update action plan in the Spring

6. Action

None

7. Adjournment at 3:45 pm